

**Hays County ESD 4 Board of Commissioners
Meeting Held on December 19, 2023
Meeting Minutes**

Original

1. Call meeting to order:

President Ron Spangenberg called the meeting to order at 4:32pm.

2. Roll call and verify quorum:

Commissioners present: Mr. Ron Spangenberg, Mr. Chuck Ware, and Mr. Travis Brown. Mr. Joe Pendleton and Mr. Justin Transeau were not present. Also present: Carroll Czichos, Fire Chief; Christopher Robbins, Assistant Fire Chief; Angel Robinson, Executive Assistant; and Sydney Johnson, Administrative Assistant. Lyric DeAngelo, Boy Scout Trooper was also in attendance. A quorum was present.

3. Public comment: No Public sign-in.

4. Public comment on agenda items: No Public comments.

5. Receive monthly report from Treasurer and consider:

a) Approval of payment of monthly invoices/expenditures presented and payroll; and

EFT/ACH payments: 3 to Pedernales Electric Co-op
1 to TCDRS

Payroll transactions: 4 to Paycom

Checks written: 6352 - 5390

Checks voided: 6361 & 6362

b) Approval of monthly Statement of Financial Position, Income Statement of Budget Performance, and Reconciliation Summaries of ESD #4's Ozona Bank accounts;

Treasurer's Summary Report for November 2023:

Income for November 2023	66,895.17
Year-to-Date Income	128,576.04
Expenses for November 2023	241,417.07
Year-to-Date Expenses	446,268.65
Budget Balance/Net Income	(317,692.61)
Current Assets incl. A/R	3,746,078.06
A/R 60-day Sales & Use Process	111,056.00
Liabilities	1,080,925.66

Gross Special Purpose District S & U Tax: \$ 60,365.72

Net Sales and Use Tax Received: \$ 59,039.65

Ad Valorem Collected: \$ 3,293.45

A Motion to approve the Treasurer's report for November 2023, including payment of monthly invoices, expenditures presented, payroll, and financial reports and activity statements, was made by Mr. Brown and seconded by Mr. Spangenberg. All in favor. The motion was unanimously approved.

6. Receive monthly report from Fire Chief regarding emergency operations, response times, call volume, training, management activities, career and volunteer personnel, and community or public outreach;

Assistant Chief Robbins reported 1,262 calls YTD and 132 calls in December to date. Robbins noted that 46 of the 132 calls were medical standby calls. The average response time was 6 minutes. In

2022 the total number of calls was 862. Robbins reported he is working on several projects including; a 17-year growth and development plan for the department, redeveloping the Department's training plan to exceed ISO rating standards, TCFPs in-house audit is taking place December 21st, and updating medical SOPs with the Department of Health and Safety to prepare for their audit in August 2024. Additionally, one of the two people hired in November has withdrawn his acceptance of the position. Asst. Chief Robbins has made a conditional offer to another individual who is an EMT but needs to go through Fire Academy.

7. Receive Fire Chief's report on apparatus, equipment, repairs, and item purchases;

Chief Czichos reported Tender 45 had a serpentine belt replaced and a Safety Recall Notice for new Engine 41 was received. The defect is a possible delay when engaging the parking break, it will be taken in for service next year.

8. Discuss and consider PTO Buyback Request, take any related action;

Chief Czichos submitted a PTO Buyback Request for Board Approval. He would like to sell back 139 hrs. of his banked PTO. Discussion occurred regarding the PTO Policy, PTO Buy Back Policy, and the eligibility requirements to be able to sell back PTO. Mr. Ware made a motion to approve the PTO Buyback Request submitted by Chief Czichos. Seconded by Mr. Brown. All in favor. The motion was passed unanimously.

9. Receive monthly report from District's Attorney regarding pending litigation matters, contract issues, employment matters, tax and budgeting issues, and legislative efforts and consider taking related action;

No report from Attorney. No action taken.

10. Discuss and consider attending February 22-24, 2024, SAFE-D Conference in Fort Worth, TX, and hotel accommodations, take any related action;

The Board discussed attending the 2024 SAFE-D Conference at the last meeting. Mr. Spangenberg, Mr. Brown, and Mr. Transeau have all committed to attend. Mr. Ware has decided he will not be able to attend. Mr. Pendleton is not present, will follow up with him next month. Mrs. Robinson and Ms. Johnson would like to attend as well. Chief Czichos will not be attending this year. Asst. Chief Robbins would like to attend but may have a calendar conflict, he will confirm next month. Mr. Brown made a motion to approve the purchase of tickets and lodging for up to 6 people, Commissioners and Staff combined, to attend the 2024 SAFE-D Conference. Mr. Ware seconded the motion. All in favor. The motion passed unanimously.

11. Discuss and consider the Lexipol software for standardized SOPs and Employee Handbook;

Asst. Chief Robbins gave a brief overview of Lexipol's Fire Policy & Training service. He asked the Board to consider this program for next year's budget. They create and maintain policies that are compliant with TCFP and have been adopted by the Texas Fire Chiefs Association as Best Practice. Lexipol provides a Client Representative to work with clients on each section or chapter of policy. Once complete, Lexipol will distribute to staff and require them to sign an acknowledgement form, helping to ensure that every employee is receiving and has access to the most recent version of policies. Robbins stated San Marcos and North Hays are currently using this service, and more departments are moving toward it. By using the same service, departments will be able to work together more efficiently because they are all operating under the same policies. Later on, if policies are updated the changes will be rolled out simultaneously. The cost is \$12,000 annually. Some discussion, no action taken at this time.

12. Discuss and consider Public Information Request Policy and Resolution, take any related action;

The Board has reviewed the Public Information Act Policy discussed at the last meeting. There was a question regarding insurance companies and if their requests would need to follow the policy. Mrs. Robinson researched and found that it depends on what is requested. If an insurance

company requests an incident report for a claim, that would be considered a PIA Request and would need to follow the policy. However, if an insurance company called to receive information about our response to a specific address for the purpose of providing insurance to the homeowner or business, that would not be considered a PIA Request and would not have to follow the policy. Once adopted, the PIA Policy and Request Form will be added to the website. There was some discussion about adding information to the website for insurance companies to easily locate. A Resolution Adopting Public Information Act Policy has been prepared. A motion to resolve to adopt the Public Information Act Policy was made by Mr. Ware and seconded by Mr. Brown. All in favor. The motion passed unanimously.

13. Discuss and consider Resolution to donate salvage PPE gear and out of date equipment; take any related action;

In November, the Board approved donating expired gear and equipment to the Brownsville Fire Department. A Resolution Authorizing Sale or Disposal of Salvage Property has been prepared by Carlton Law. Mr. Brown made a motion to adopt the Resolution Authorizing Sale or Disposal of Salvage Property as presented. Seconded by Mr. Ware. All in favor. The motion unanimously passed.

14. Discuss and consider purchase of build-out items for New E-41 and C-42, take any related action;

No action taken at this time.

15. Discuss and consider status of land acquisition agreement with WISD, take any related action;

Asst. Chief Robbins reported a draft Interlocal Agreement has been provided to our attorney from WISD's legal counsel. Revisions are still underway. Once finalized, it will be presented to the Board. No action taken at this time.

16. Discuss and consider purchase of additional fire/rescue equipment, take any related action;

Chief Czichos would like to purchase a Ryobi Pressure Sprayer and 35' hose for \$127. A motion to approve the purchase of a Ryobi sprayer and hose as presented was made by Mr. Ware and seconded by Mr. Brown. All in favor. The motion passed unanimously.

17. Discuss and consider selling decommissioned apparatus, selling of 1999 E-41, 2001 Rescue 47, 1985 B-49, adopt Resolution to sale as Surplus, obtain sales documentation for District files, take any related action;

The Board previously approved listing E-41 and R-47 on TexasFireTrucks.com for \$65k and \$139k, respectively. After some discussion it was determined that the minimum price would be established but not advertised to potential buyers, only used to negotiate the best price for the District without having to go back to the Board for approval. A motion to approve a minimum selling price of \$45k for E-41 and \$100k for R-47 was made by Mr. Ware. Seconded by Mr. Brown. All in favor. The motion passed unanimously.

18. Discuss and consider review and updates to District's policies and procedures involving WFR's Standard Operating Procedures, Employee Handbook, command staff job descriptions, leave PTO accrual, and hiring processes; take any related action;

Mr. Ware would like to schedule a workshop meeting in January for the Board to go over the draft Fire Chief Job Description which was previously presented. No action taken at this time.

19. Discuss and consider notification of the subdivision of property; take any related action;

Two notifications received: 1) from J. Thompson Consulting regarding a 10.09-acre lot being split into two 5.045-acre lots at 100 Rimrock Road Wimberley, TX; 2) from Tri-Tech regarding a 4.59-acre tract being divided into nine 0.4-acre lots at Jacobs Well Rd. & Pleasant Valley Rd. A motion to accept these notices as read was made by Mr. Ware and seconded by Mr. Brown. All in favor. The motion passed unanimously.

20. Discuss and consider approval of reimbursement requests; take any related action;

No reimbursement requests received.

21. Discuss and consider approval of minutes from December 2023, take any related action;

All minutes were prepared and presented. Mr. Ware made a Motion to approve the minutes as presented. Seconded by Mr. Brown. All in favor. The Motion passed unanimously.

22. Discuss and consider future agenda items, time, date, and place for the next meeting;

The next Regular Board Meeting will be held January 30, 2024 at 4:30pm. The date for a Special Celled meeting will be announced once determined. All meetings are held at 111 Green Acres Drive in Wimberley, TX.

23. Adjourn; The meeting was adjourned at 5:47pm.

Respectfully submitted by,



Travis Brown, Secretary

Hays County ESD 4 Board of Commissioners